County of San Diego **Class No. 002463**
New: July 28, 2000
Reviewed: Spring 2003

RETIREMENT INVESTMENT OFFICER

DEFINITION:

Under general supervision, to assist in the San Diego County Employees Retirement Association's (SDCERA) management of portfolios, partnerships and investments; to coordinate SDCERA's efforts in the building and monitoring of these portfolios; and to perform duties as assigned by the Chief Investment Officer.

DISTINGUISHING CHARACTERISTICS:

This is a professional class found in SDCERA's Investment Division that acts as principal assistant to the Retirement Assistant Chief Investment Officer. This class differs from the Retirement Investment Analyst in that the Retirement Investment Officer performs duties specific to financial investment.

EXAMPLES OF DUTIES

Assists the Retirement Assistant Chief Investment Officer in the management of investment portfolios; prepares and makes presentations to the Retirement Chief Executive Officer and the Retirement Board; negotiates terms of investment contracts with General Partners; screens investment opportunities and oversees investment processes; develops, coordinates and manages investment processes for alternative investments; recommends policy and strategy for real estate and alternative equity; manages outside consulting and legal relationships; oversees contract processes with knowledge of current market terms; manages relationships with general and other limited partners; manages marketable securities portfolios, including recommendation of resources, providers and broker/dealer relationships; and performs special projects as required.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

– Investment and financial terminology and techniques.
– Principles and practices of financial management.
– The General Management System in principle and in practice.

Skills and Abilities to:

– Analyze investment opportunities.
– Deal effectively with general partners, other limited partners and members of investment organizations, members of the Retirement Board, Retirement Chief Executive Officer, and Retirement Investment Officer.
– Write financial reports and analyze financial and statistical data.
– Utilize personal computers to generate reports for investment management (e.g. spreadsheet modeling).
– Communicate in oral and written form.
– Analyze cash flows.
– Evaluate third party research.

EDUCATION/EXPERIENCE:

Education, training and/or experience, which would clearly demonstrate the possession of the knowledge, skills and abilities stated above. Examples of qualifying education/experience are:

1. A bachelor's degree from an accredited college or university in finance, accounting, economics or a related field; and three (3) years of investment management experience; OR,

2. Five (5) years of professional-level investment management experience.

Note: Additional education in related fields may be substituted for the experience requirement on a year-for-year basis.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

This class requires possession of a valid California Class C driver's license, which must be maintained throughout employment in this class, or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.

Conflict of Interest:

Individuals hired into this class will be required to file a Conflict of Interest Statement pursuant to Conflict of Interest Codes adopted by County agencies and departments and approved by the Board of Supervisors. Such statement must be filed within thirty (30) days of hiring date.

Background Investigation:

Must have a reputation for honesty and trustworthiness with no felony convictions. Misdemeanor convictions may be disqualifying depending on number, severity, and recency. Applicants will be subject to a thorough background check.

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).